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CONFIDENTIAL

7 OCT 1958

MEMORANDUM FOR: DD/P Training Officer

**SUBJECT: Suggested Topics for Inclusion in the new
"Senior Officers Course"**

1. Listed below are several suggested topics for inclusion in the new senior officers course. These topics were suggested by several of the branch chiefs within Far East Division.

a. Relationships with other U. S. Government agencies

b. Principles of management.

c. Principles of personnel relations, including discussion of the philosophy behind the preparation of fitness reports.

d. A review of the most important field regulations, notices and instructions with particular emphasis on authorities regarding the expenditure of funds.

e. The need for current operational reporting.

25 YEAR RE-REVIEW

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